

**INSTRUCTIONS FOR  
2007-2008 VOCATIONAL EDUCATION STUDENT COUNTS  
FORM 30A  
COUNT DATE: SEPTEMBER 14, 2007**

**FUNDING FORMULA** -- Beginning in 2002 funding for vocational education programs is based on labor market need and wage data provided by the Department of Workforce Development (Labor Market Information Division).

**FUNDING CATEGORIES** – IC 20-43-8-9 provides eleven funding categories. Funding in nine of the categories requires the credit hours for students enrolled in the program. Credit hours are one credit hour, two credit hours, or three credit hours *per semester*. Regardless of the number of credits offered for a particular class or program, the maximum number of credit hours eligible for state funding is three credit hours.

Funding Amounts per Credit Hour for 1, 2, & 3 Credit Hour Classes			
	High Wage	Moderate Wage	Low Wage
More than Moderate Labor Market Need	\$450.00	\$375.00	\$300.00
Moderate Labor Market Need	\$375.00	\$300.00	\$225.00
Less than Moderate Labor Market Need	\$300.00	\$225.00	\$150.00

Students enrolled in Family and Consumer Science Programs are funded in the All Other Programs category at \$250.00 *per student*.

Funding for area participation students is \$150.00 *per student*.

**DUPLICATE COUNT** -- Student counts may be duplicated if the student is enrolled in more than one program at the time ADM is determined.

**BLOCK SCHEDULES** -- Schools educating students on a block schedule arrangement will count students for vocational education funding as follows:

For courses that are 1 credit per semester on a traditional schedule and 1 credit per nine week term on a block schedule, students enrolled for the first and second terms are counted.

For courses that are year long on a traditional schedule and completed in two consecutive nine week terms on a block schedule, students enrolled for the first and third terms are counted.

For courses that are year long on a traditional schedule and completed in two non-consecutive nine week terms on a block schedule, students enrolled for the first and second terms are counted

**TRIMESTER SCHEDULES** -- Schools educating students on a trimester schedule arrangement may count students for vocational education funding as follows:

For courses that are offered for one credit/one semester on a traditional schedule and are now offered for one term under the trimester schedule, students enrolled in the first and second OR first and third terms are counted. This primarily affects the vocational family and consumer sciences courses and the Career Planning and Success Skills course (CIP 52.9999).

For courses that are year long on a traditional schedule (two credits/two semesters) and are now scheduled to be offered during the first and second terms AND the second and third terms, students enrolled in the first course (occurring during the first two terms) and students enrolled in the second course (occurring during the middle and last terms) are counted. This primarily affects agriculture education courses and in some cases, marketing education courses.

**No adjustments to the student count will be made for classes that are offered for 2 and 3 hours per semester on a traditional schedule. Only report those students actually taking the course on the day of the count.**

**VOCATIONAL COURSE TITLES OR CIPs** -- Approved Vocational Education courses or programs are described in the Vocational and Technical Education Section of the Department's *Course and Program Descriptions for Indiana Schools Part II*. Each course or program description contains a Classification of Instructional Program (CIP) code. Labor market need and wage information for each CIP code have been used to determine the funding amounts for each course or program.

**APPROVED VOCATIONAL EDUCATION COURSE OR PROGRAM** -- To be eligible to report vocational education students for vocational education funding the courses or programs must have been approved by one of the following two procedures:

1. Between July 1, 1994 and December 31, 2002, all area vocational schools and comprehensive high schools that offered a new vocational program must have completed and submitted the necessary application to the Office of Career and Technical Education. Only those courses and programs that were approved by the State Board of Education and listed in the Commission on Vocational and Technical Education (CVTE) inventory, are be considered when reporting students for vocational education funding.
2. Beginning January 1, 2003 a local approval process went into effect. Schools that want to add new programs not currently on the CVTE inventory should contact the Area Vocational Director for specific instructions and forms used in the local approval process.

**AREA VOCATIONAL DISTRICT PARTICIPATION** -- Funding for Area Participation is based on a count of students participating in a vocational education program in which students from multiple schools are served in a common location. **GENERALLY, THIS DOES NOT INCLUDE STUDENTS SERVED IN ONE HOUR PROGRAMS IN THEIR HOME SCHOOL.**

